# DETAILED INSPECTION CHECKLIST

FA SC STMT     TEXT

966           MARINE CORPS FAMILY TEAM BUILDING (MCFTB) PROGRAM
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966 01        INSTALLATION-SPECIFIC ITEMS

966 01 001     Is there a Marine Corps Family Team Building (MCFTB) program
established?
Reference
MCO 1754.6C, par 6a, and chap 1, par 2b

966 01 002     Are all MCFTB program training, themes, events, and updates
incorporated into MCCS advertising and public affairs planning and
products?
Reference
MCO 1754.6C, par 4b(7)(c)

966 01 003     Has a MCFTB Director been hired?  Does the MCFTB Director report
directly to the Installation AC/S MCCS, Director, MCCS or their
designated representative?
Reference
MCO 1754.6C, chap 1, par 2b and 3a

966 01 004     Does the base/station Command Chaplain (or designated Chaplain
assigned by the Command Chaplain) participate in each L.I.N.K.S.
session as a discussion leader for the section entitled "Getting  Along"?
Reference
MCO 1754.6C, chap 4, par 4b

966 01 005     Are all tenant and operational commands trained and supported by
MCFTB programs?  Does the MCFTB Director maintain regular contact
with tenant and operational commands to solicit family readiness needs?
Reference
MCO 1754.6C, chap 1, par 3a(1-6)

966 01 006        Are accurate and complete training records maintained for all MCFTB programs? (i.e.: type and number of workshops/classes/briefs, number of participants and demographics, units trained, etc.) Are all required monthly data reports submitted to DC M&RA (MF) by the 10th of the month via the MCFTB Data Call Tool?
Reference
MCO 1754.6C, chap 1, par 3a(10)

966 01 007        Has staffing been hired in accordance with the MCFTB organizational structure?  Are all incoming MCFTB personnel appropriately trained on respective program requirements?
Reference
MCO 1754.6C, chap 1, par 2b, 3a(3)

966 01 008        Does the MCFTB Director oversee fiscal responsibility of all MCFTB program funding?
Reference
MCO 1754.6C, chap 1, par 3a(4), chap 7

966 01 009        Are appreciation events organized and coordinated for MCFTB volunteers?  Does the MCFTB Director supervise all paid and volunteer personnel?
Reference
MCO 1754.6C, chap 1, par 3a(2) and 3b

966 01 010        Have all volunteers (appointed and non-appointed) completed DD2793?Does the Volunteer Coordinator maintain accurate tracking of volunteer hours, training, and awards?
Reference
MCO 5380.2, par 3b(4)b1; (Draft) DoD Instruction 1100.21 "Voluntary Services in the Department of Defense," 26 Dec 2002

966 01 011        Does the MCFTB Director coordinate recommended actions with the installation activity for submission to DC M&RA (MF) in all cases where a particular training program/workshop is not being received at a level commensurate with the effort required to conduct?
Reference
MCO 1754.6C, chap 1, par 3d(10)b

966 01 012        Have appointed volunteers and non-appointed volunteers who have access to PII completed annual PII and OPSEC training?
Reference
MCO 1754.9A, chap 2, par 2g(7), par 2g(8), par 4e, par 7b, par 8b, chap 4, par 6d, and chap 5, par 2, par 8b(5);
DoD Instruction 1100.21 "Voluntary Services in the Department of Defense," 26 Dec 2002

966 01 013      Is RDS in the form of pre-, during-, and post-deployment briefings/workshops provided to all commands, as needed/requested, utilizing the standardized materials provided by DC M&RA (MF)?
Reference
MCO 1754.6C, chap 1, par 3c(1) and chap 2, par 2

966 01 014      Does the RDS Trainer serve as the primary point of contact for the Family Readiness Command Team and FRO?
Reference
MCO 1754.6C, chap 1, par 3c(2)

966 01 015      Are FRPT sessions coordinated and conducted in support of the Unit, Personal and Family Readiness Program utilizing the standardized materials provided by DC M&RA (MF)? (FRPT sessions at minimum, include: Family Readiness Command Team Training, Family Readiness Officer (FRO) Training, Command Team Advisor/Family Readiness Assistant Training, Authorized Organizational Communication Tool Training; and CO/Senior Enlisted Spouse Training)
Reference
MCO 1754.6C, chap 1, par 3d(2) and chap 3, par 3

966 01 016      Are all L.I.N.K.S. sessions coordinated and conducted in support of the Unit, Personal and Family Readiness Program utilizing the standardized materials provided by DC M&RA (MF)? (L.I.N.K.S. sessions at minimum, include: L.I.N.K.S. for Spouses, L.I.N.K.S. for Parents/Extended Family Members, L.I.N.K.S. for Teens, L.I.N.K.S. for School-Aged Children, L.I.N.K.S. for Marines)
Reference
MCO 1754.6C, chap 1, par 3e(1) and chap 4, par 3

966 01 017      Have all L.I.N.K.S. Mentors, at minimum, attended and received a certificate of completion in a L.I.N.K.S. Mentor Training prior to serving as a mentor? (MCFTB should retain copies of trained mentor certificates) Does the L.I.N.K.S. Trainer supervise the L.I.N.K.S. Administrative Assistant and L.I.N.K.S. Mentors? Is the L.I.N.K.S. Mentor Manager appointed by the L.I.N.K.S. Trainer?
Reference
MCO 1754.6C, chap 4, par 4d(e)

966 01 018      Does the L.I.N.K.S. Trainer deliver all modules of L.I.N.K.S. sessions where trained Mentors are not available?
Reference
MCO 1754.6C, chap 1, par 3

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966 01 019  Are LifeSkills workshops and programs coordinated and conducted utilizing the standard training material provided by DC M&RA (MF)?
Reference
MCO 1754.6C, chap 1, par 3g(1) and chap 5, par 3

966 01 020  Does the LifeSkills Trainer coordinate with subject matter experts within the installation/location, and civilian agencies, referring Marines and families to the services and training opportunities offered by each?
Reference
MCO 1754.6C, chap 1, par 3g(3) and chap 5, par 2

966 01 021  Is the Prevention and Relationship Enhancement Program (PREP) offered at the installation?  Is PREP delivered by qualified and appropriately PREP-trained personnel?
Reference
MCO 1754.6C, chap 5, par 3b(3)

966 01 022  Does MCFTB assist the senior Chaplain assigned to the regional commander (or representative) to deliver and support PREP if MCFTB PREP trained personnel are not available?
Reference
MCO 1754.6C, chap 1, par 3g(2)

966 01 023  Does MCFTB assist the senior Chaplain assigned to the regional commander (or representative) to deliver and support Chaplains Religious Enrichment Development Operation (CREDO) Program? Is CREDO delivered exclusively by appropriately trained chaplains?
Reference
MCO 1754.6C, chap 1, par 3g(2) and chap 5, par 3c(5)